



State of Arizona  
Department of Education

**Tom Horne**

Superintendent of  
Public Instruction

Date: August 1, 2007

Superintendent/Director

**LEA**

Address

City, AZ ZIP

Subject: Cycle 3 Monitoring

Dear Superintendent/Director:

The No Child Left Behind (NCLB) legislation, effective January 8, 2002, requires that states carry out monitoring and evaluation activities to determine the effectiveness of educational programs that serve the needs of at-risk students and their teachers. The Arizona Department of Education (ADE) has developed a 6-year self-assessment monitoring process in which different requirements will be reviewed in each of the six years. The complete monitoring process includes reviewing policies and procedures, the Local Educational Agency (LEA) Consolidated Plans, applications for funds, completion reports, audit reports, needs assessments, professional development activities, highly qualified personnel requirements, school improvement requirements, innovative programs, and Title I provisions as well as some other state and federal programs.

This monitoring process is to ensure that all LEAs are complying with the requirements of NCLB. Each LEA is scheduled to move annually through the 6-year cycle; your LEA has been assigned to Cycle 3 for the 2007-2008 school year. This means that you will use the enclosed Cycle 3 self-assessment checklists to review the required components of your NCLB programs and Title I schools to ensure compliance with these requirements. Each item is listed separately so that you can indicate compliance or non-compliance. The completed Statement of Assurance and checklist forms along with the requested documentation are then returned to the ADE.

Even though the ADE has implemented an on-going review process, we will be looking at some items only once during the six year process. It is still your responsibility to review and revise, if necessary, your consolidated plan and programs at least annually.

Enclosed you will find a checklist for the activity for Cycle 3:

- ☐ Title I - Section 1116 – School Improvement

❖ The LEA will complete the attached Title I - Section 1116 School Improvement Checklist.

Directions for completing the monitoring process:

1. Review each item on the checklist.
2. Determine if each item is in compliance **(I)** or out of compliance **(O)**.
3. If the item is present and in compliance, mark the item **I**.
4. If the item is missing or non-compliant, mark the item **O**.
5. For any items marked **O**, the LEA will complete the attached Cycle 3 Compliance Activities Worksheet to indicate how the LEA will bring the item(s) into compliance.
6. If the LEA needs technical assistance in a particular area, complete that section of the Cycle 3 Compliance Activities Worksheet.
7. Once all of the checklists have been completed, please sign the Statement of Assurance verifying that all requirements have been met.
8. Mail all the documentation requested, the Statement of Assurance, and the checklists to ADE by **December 1, 2007**.

Mail to:

Ms. Bobbie Orlando  
Arizona Department of Education  
1535 W. Jefferson Ave. Bin #32  
Phoenix, AZ 85007

**\*NOTE**

If your LEA decides to decline Title I funds this year or if your LEA was not eligible to receive Title I funds this year, it will not be necessary for you to conduct the self-assessment of your NCLB programs. Instead of returning the self-assessment cycle documentation, please complete the information on the attached memorandum and return it by **October 1, 2007 to:**

**Lois Kruse**  
**Arizona Department of Education**  
**1535 W. Jefferson, Bin #41**  
**Phoenix, AZ 85007**

Thank you for your assistance in conducting the monitoring of your NCLB programs. If you have any questions or need technical assistance, please contact your assigned specialist.

Sincerely,



Bobbie Orlando  
Monitoring Manager for NCLB Programs  
602-542-4392

CC: NCLB Coordinator  
Specialist  
File

## **Definitions for Title I School Improvement per No Child Left Behind**

**Title I School** – any school that receives Federal Title I funds; the school agrees to the accountability measures mandated by the No Child Left Behind Act of 2001 (NCLB).

**Title I School Improvement – Warning** – A Title I school that has not made adequate yearly progress (AYP) for one year. Upon identification, the school must: notify parents/legal guardians of the school status; develop an Arizona School Improvement Plan within 90 days of the identification.

**Title I School Improvement - Year 1** – A Title I school that has not made adequate yearly progress (AYP) for two consecutive years. Upon identification, the school must: notify parents/legal guardians of the school status; develop and implement a School Improvement Plan within 90 days of the identification; set aside 10% of the schools Title I funds for professional development for teachers and the principal; the district must offer parents the option of transfer and support to the school in its school improvement efforts.

**Title I School Improvement - Year 2** – A Title I school that has not made adequate yearly progress (AYP) for three consecutive years. Upon identification, the school must: notify parents/legal guardians of the school status; develop and implement a School Improvement Plan within 90 days of the identification; set aside 10% of the schools Title I funds for professional development for teachers and the principal; the district must offer parents the option of transfer and offer supplemental educational services to eligible students, and offer support to the school in its school improvement efforts.

**Title I School Improvement - Year 3 or Corrective Action** – A Title I school that has not made adequate yearly progress (AYP) for four consecutive years. Upon identification, the school must: notify parents/legal guardians of the school status; develop and implement a School Improvement Plan within 90 days of the identification; set aside 10% of the schools Title I funds for professional development for teachers and the principal; the district must offer parents the option of transfer and offer supplemental educational services to eligible students, and offer support to the school in its school improvement efforts. In addition, the school must choose and implement at least one of six corrective actions. See Section 1116(b)(7) of NCLB for a list of the corrective action options.

**Title I School Improvement - Year 4 or Restructuring (Planning Phase)** – A Title I school that has not made adequate yearly progress (AYP) for five consecutive years. Upon identification, the school must: notify parents/legal guardians of the school status; develop and implement a School Improvement Plan within 90 days of the identification; set aside 10% of the schools Title I funds for professional development for teachers and the principal; the district must offer parents the option of transfer and offer supplemental educational services to eligible students, and offer support to the school in its school improvement efforts. In addition, the school must prepare a restructuring plan and make necessary arrangements to carry out one of three restructuring activities. See Section 1116(b)(8) of NCLB for a list of the restructuring activities.

**Title I School Improvement - Year 5 or Restructuring (Implementation Phase)** – A Title I school that has not made adequate yearly progress (AYP) for six consecutive years. Upon identification, the school must: notify parents/legal guardians of the school status; develop and implement a School Improvement Plan within 90 days of the identification; set aside 10% of the schools Title I funds for professional development for teachers and the principal; the district must offer parents the option of transfer and offer supplemental educational services to eligible students, and offer support to the school in its school improvement efforts. In addition, the school must implement the restructuring plan.

**Out of School Improvement** – A Title I school that has made adequate yearly progress (AYP) for two consecutive years and is no longer identified.